

## **POLICY FOR TRIPS AND EXPEDITIONS (WHOLE SCHOOL)**

Owner:	JAP
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Next review:	March 2023

### **1. Aims**

- 1.1 To offer an education which is challenging, stimulating and well-resourced;
- 1.2 To provide opportunities for extra-curricular activities which enrich and extend the pupils' education;
- 1.3 To enable the pupils to appreciate and understand the world in which we live, its diversity, resources, needs and opportunities, and to encourage them to contribute to the school and the wider community; and
- 1.4 To provide for the welfare, health and safety of all pupils.

### **2. Policy statement**

- 2.1 The school strives to foster the aims set out above through its varied provision of trips, both academic and extra-mural. This policy covers:  
Day Trips: Examples being trips to museums/concert performances etc.; and  
Residential Trips: Examples being CCF Camps, MFL Exchange Visits, ski trips, PGL, field trips etc.
- 2.2 A fundamental aspect of the ethos of LEH is the pride the school takes in nurturing and developing the 'whole person'. As such, and in line with many schools in the independent sector, the school values educational visits as an important part of the education it offers for its pupils; taking pupils off-site for such visits is a necessary and desirable aspect of the education we are able to provide for them.
- 2.3 Activities out of lessons, both at school and at other venues, offer the opportunity to enrich pupils' learning in both a curricular and extra-curricular context, and for pupils to pursue interests and develop expertise outside the classroom environment.
- 2.4 For some subjects, such activities are necessary for the satisfactory completion of examination specifications, but the school encourages all departments to plan trips and events to complement class-based learning.
- 2.5 The school recognises that such time out of lessons impacts on other subject lessons, school events, and public examination requirements. Forward planning to manage this impact is important. Flexibility in the planning system is required both to respond to changing circumstances, as well as to ensure that all disciplines have parity in the delivery of such activities.

2.6 The school recognises that all trips should be accessible to appropriate participants regardless of specific learning difficulties and disabilities, and in accordance with our Equal Opportunities Policy (Pupils), and that essential curricular trips should also be accessible to pupils regardless of financial circumstances.

2.7 Whatever the nature of the visit, in planning and conducting such activities the safety of the pupils and the promotion of their welfare are paramount; it is noted, however, that part of the education we provide is also about teaching children to take sensible, considered, risks.

2.8 All the guidance in this policy is applicable to both the Junior and Senior Schools.

2.9 This policy and the school's detailed Trips and Expeditions procedures have regard for the following legislation and guidance (as amended from time to time):

- 'DfE Guidance "Health and Safety on Educational Visits": <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>
- Health and Safety at Work etc. Act 1974 (and related Regulations)
- Five Steps to Risk Assessment, HSE
- The Adventure Activities Licensing Regulations 2004
- British Standard 8848
- 'School Trips and Outdoor Learning Activities: tackling the Health and Safety Myths' published by the HSE
- HSE's FAQs on School Trips
- The Outdoor Education Advisors Panel (OEAP) National Guidance

2.10 Please also see the following school policies:

- Equal Opportunities Policy (Pupils)
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Drug and Substance Misuse Policy
- Safeguarding (Child Protection) Policy which incorporates the Code of Conduct for Working with Children and Young Adults
- Policies to Promote Good Behaviour

### **3. Detailed Guidance: Trips, Expeditions and Events folder (iLP)**

3.1 The purpose of this policy is to set out the overarching principles that the school follows in undertaking any trips offsite (or introducing new trips to the school calendar). The organisation of each trip follows a specific set process and all the detailed procedural documentation regarding Residential and Day Trips for the Senior School may be found on the iLP (Staff Area: Trips, Expeditions and Events), including sample letters and guidance on completing a Risk Assessment. For the Junior School, this information is all to be found in the LEH Junior School Staff Team in General/staff information/enrichment.

3.2 If required at any time, further guidance is also available from the Deputy Head (Pastoral), Head of the Junior School (Juniors) and the Director of Finance.

## 4. Responsibilities for trips, including pupil behaviour

### 4.1 Specific Staff Responsibilities:

#### 4.1.1 Head Mistress

The Head Mistress delegates the following responsibilities:

- Approval of outside agencies for the delivery of adventure and outdoor activities, such as CCF or DofE, when further guidance is required by the Trip Leader: Deputy Head (Pastoral)/Head of Junior School
- Approval of established trips: Deputy Head (Pastoral)/Deputy Head of Junior School
- Approval of the suitability of the Trip Leader to the trip: Senior School Educational Visits Coordinator (EVC)/Head of Junior School
- Approval of Risk Assessments: EVC/Head of Junior School
- Induction of new staff in the school's Trips and Expeditions policy and procedure, including preparation of risk assessments: EVC/Deputy Head of Junior School
- Preventing trips which have not met the school's procedural guidance from taking place: Deputy Head (Pastoral )/Head of Junior School
- Approval of new trips to the school calendar: Deputy Head (Pastoral)/ Head of Junior School

#### 4.1.2 Director of Finance

The Director of Finance will liaise with the school's insurers over queries or claims relating to trips and expeditions as necessary. He also has oversight of the financing of trips and expeditions and is responsible for ensuring trip leaders adhere to the financial planning guidelines.

#### 4.1.3 EVC/Head and Deputy Head of Junior School

- Inducts new staff in the school's Trips and Expeditions policy and procedures. Regardless of prior experience, no staff can either accompany or lead a school trip unless this induction has taken place.
- Inducts non-employees (e.g. parent volunteers) in the school's Trips and Expeditions policy and procedures, as appropriate.
- Acting on the advice of the Heads of Section, approves all school activities and trips involving pupils, which take place either in the school day or are organised by members of staff at weekends or outside term time through the Dates Approval Form system, and also approves the suitability of the Trip Leader.
- Approves all Risk Assessments for school trips and activities (both on and off-site), including pupil:staff/adult ratios.
- Advises on the accessibility of trips to all invited to attend.
- Monitors the submission of relevant Trips and Expeditions forms, preventing trips from taking place where necessary.
- Updates Trips and Expeditions policy and procedural documentation and informs staff of such updates.
- Ensures all trips and expeditions are reviewed in line with school expectations.
- Has responsibility for overseeing the annual checks on our designated 'Approved Providers', and is available to offer support regarding the vetting of outside agencies, companies or other third-parties chosen to deliver trips and outdoor or adventure activities.

#### 4.1.4 Senior Management Team

A member of the Senior Management Team will act as an 'emergency contact' for residential trips. This member of staff may be contacted by the trip leader for advice, and may contact individual parents if appropriate. In the case of an issue which affects the whole group, such as transportation delays, they will make contact with parents via School Post.

#### 4.1.5 Trip Leader

The responsibility for organising any trip, including ensuring appropriate controls for the safety and well-being of the pupils and adults, lies with the trip leaders of all such activities. Trip leaders must be employees of the school. The trip leader of the activity has the duty of care; in loco parentis applies to all pupils including those over the age of 18.

Trip leaders are encouraged to invite a broad section of staff, including non-teachers, to accompany trips when needed. Trip leaders must review the proposed list of staff with the EVC for Senior School trips and Deputy Head of the Junior School for Junior School trips before the final staffing list is finalised and relevant staff are notified.

If the trip is a new trip, to a venue not on the approved providers list, the trip leader should discuss undertaking a site visit with the EVC/Head of Juniors. If such a visit is required it should take place before a new trip is launched to pupils and parents.

#### 4.1.6 Deputy Trip Leader

In the event of the absence or withdrawal of the trip leader before or during the trip, the deputy trip leader assumes the appropriate responsibilities as outlined above. As with other accompanying staff, the deputy trip leader undertakes tasks delegated by the trip leader.

#### 4.1.7 All Accompanying Staff

Teachers on school-led visits have a common law duty to act as any reasonably prudent parent would do in the same circumstances. All accompanying staff therefore must do their best to ensure the health and safety of everyone in the group. In particular, accompanying staff should:

- Follow the instructions and decisions of the trip leader, and undertake delegated tasks
- Monitor the behaviour of pupils, taking disciplinary action where necessary
- Consider stopping the trip or activity, informing the trip leader, or seeking advice from the trip leader or other accompanying staff, if they consider that the risk to the health and safety of pupils or staff is unacceptable
- Ensure the well-being of all members of the trip, including taking regular head-counts

For the protection of both adults and pupils, wherever possible staff should not be alone with a pupil.

#### 4.1.8 Accompanying Adult Volunteers (non-employees)

Non-employees should:

- Be supervised during the trip (and if it is concluded they will be in regulated activity they will be vetted in accordance with the Staff Recruitment and Selection Policy)
- Be made aware of the Schools' Safeguarding (Child Protection) Policy (which incorporates a Code of Conduct for Working with Children and Young Adults)
- Do their best to ensure the health and safety of everyone in the group and be made aware of potential hazards as detailed in the risk assessment.
- Monitor the behaviour of pupils, advising staff when appropriate
- Not be left in sole charge of pupils except when agreed as part of the Risk Assessment
- Follow the instructions and decisions of the trip leader
- Ensure the well-being of all members of the trip, including taking regular headcounts
- Speak to the trip leader or other accompany staff if they have any concerns that the risk to the health and safety of pupils or staff is unacceptable

For the protection of both adults and pupils, wherever possible adult volunteers should not be alone with a pupil.

#### 4.1.9 Staff Accompanying Trips Involving Their Daughter(s)

Where a member of staff is accompanying a trip which involves their daughter(s), the EVC/Head of Junior School must be informed and they will not count towards the staff:pupil ratio. Additional staffing may, therefore, be required to maintain an appropriate staff:pupil ratio.

**Please note that staff can neither accompany nor lead a school trip unless school-specific trips and expeditions induction has taken place, regardless of previous experience.**

## 4.2 Expectations of pupils

Pupils have a responsibility to act in an appropriate manner at all times. All accompanying staff share responsibility for ensuring that pupils are fully aware of the Schools' expectations of them.

4.2.1 Day Trip: instructions regarding conduct and safety issues will ordinarily be given in verbal form. It is expected that at all times members of the party will behave in an orderly manner and remember that they are representatives of their school. They must obey the instructions of the staff and any accompanying adults promptly and without argument.

4.2.2 Residential Trip: pupils are required to sign a disciplinary code contained in the Residential Trip Consent Form as part of the trip authorisation process. A breach of this disciplinary code or the normal rules of acceptable behaviour may result in the student being sent home at the expense of the parents.

## 4.3 Pupil Behaviour and Disciplinary Action

4.3.1 Day Trip: Any behaviour considered inappropriate should be dealt with by the Trip Leader or Accompanying Staff as appropriate and reported to the Deputy Head (Pastoral)/Head of Juniors immediately on the return of the trip for further sanction in line with the school's formal disciplinary procedures, as necessary.

4.3.2 Residential Trip: Any behaviour considered inappropriate should be dealt with by the trip leader or accompanying staff as appropriate. If further advice or support is necessary, the emergency contact should also be informed or consulted. It should be reported to the Deputy Head (Pastoral)/Head of Junior School immediately on the return of the trip for further sanction in line with the school's disciplinary procedures, as necessary.

#### 4.4 Responsibilities of Parents

Parents must be able to make an informed choice about their child's participation in a trip.

Trip leaders are expected to inform parents about individual trips by letter using School Post. In the case of day trips, where a general consent form has not been completed by parents, written permission should be sought from them by the trip leader. The school office holds a list of pupils without general parental consent. When a residential trip is arranged a residential consent form must be filled in by parents and parents will usually be invited to an information evening, and be given information about emergency procedures and contact details.

Full details relating to sports fixtures and rowing events will be issued via the Fixtures Pro website or the Parent Portal or by email. Parents share with staff the responsibility for emphasising the good conduct of their daughter(s) whilst on school trips

### 5. Risk Assessments and First Aid

#### 5.1 Risk Assessments

5.1.1 The purpose of the Risk Assessment is to heighten the group's awareness to potential risks and hazards in order that they may be prevented where possible. Copies of Risk Assessments are disseminated to all Accompanying Staff and volunteers.

5.1.2 The Risk Assessment will be completed by the trip leader, in collaboration, where appropriate, with other staff on the trip. This should be done in advance of the trip and will list all potential hazards with the safety measures that have been put into place to minimise the identified risks. Sometimes tour or activity providers will have their own Risk Assessments and Trip Leaders should review these to ensure any mitigations set out are in place.

5.1.3 Pupils must not be placed in situations which expose them to an unacceptable level of risk.

5.1.4 There is guidance on producing Risk Assessments for both Residential and Day Trips on the iLP (Staff Area: Trips, Expeditions and Events). Templates for Junior School Risk Assessments for Trips can be found in the LEH Junior School Staff Team in General/staff information/enrichment.

5.1.5 For the coming year, Risk Assessments will continue to include an assessment of the risk of potential contamination of staff/pupils with Covid-19 on the trip

#### 5.2 First Aid

The following guidance, specific to trips and expeditions, should be read in conjunction with the school's First Aid Policy.

5.2.1 First aid kits are put together by the School Nurse for each trip.

5.2.2 The First Aid qualifications of staff are audited each year. First aid training is provided on a three-yearly basis with staff completing a schools first aid course including auto-injectors administration. In addition, there are designated first aiders who have completed the three day First Aid at Work course.

5.2.3 In all cases, it is the responsibility of the Trip Leader to ensure that accidents and/or medical treatment or intervention are formally recorded and reported:

- Accidents: Staff member witnessing accident fills in online accident form.
- Medical Intervention: the Medical Books in each First Aid Kit

This information is recorded after the event in Sims by the School Nurses.

5.2.4 All staff should know how to contact emergency services, regardless of where they are in the world.

5.2.5 Please note that as part of the parental consent process, consent for necessary medical information, and intervention if necessary, is sought for both Day and Residential Trips.

5.2.6 In addition, the following paragraph is taken from the Parental Contract, signed by all parents before their daughter joins the school: *'If your daughter requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation or blood transfusion (unless you have previously notified us you object to blood transfusions)).'*

5.2.7 If a parent has not given such consent, Trip Leaders must include this information on the trip risk assessment.

## **6. Exchange trips**

The school acknowledges there are additional risks in arranging exchange trips and the Residential Trips procedures have additional elements in order to address these. Details of the specific procedures to be followed for these can be found on the iLP (Staff Area: Trips, Expeditions and Events: Residential Trips: Exchange Trips).

## **7. Medical/Pastoral information, specific learning difficulties and disabilities, and access**

It is the responsibility of the Trip Leader to:

- Ensure that medical, pastoral and appropriate LDD information is gathered and disseminated as appropriate to accompanying staff/adults
- Ensure that staff responsible for first aid are listed on the trip documentation and keep a record of any medical interventions.
- Ensure that the trip is planned so that it is accessible to all who wish to participate/are invited to participate, regardless of specific learning difficulties and disabilities, and in accordance with our Equal Opportunities Policy, and that essential curricular trips should also be accessible to pupils regardless of financial circumstances.
- Please also note that pupils on bursaries have essential curriculum trips subsidised by the same percentage as their bursary: details are available from the Fees Officer. Parents of pupils in receipt of a bursary are also invited to apply for

funding from the Morgan Fund which is available annually to subsidise the costs of non-essential academic trips.

## **8. Insurance**

8.1 The school's insurance policy for trips is available for inspection by parents on the Parent Portal. Any additional insurance provided automatically by the travel company or activity provider should likewise be made available for parental inspection.

8.2 The school's general insurance arrangements are as follows:

### **8.2.1 Public Liability**

The school holds public liability insurance to cover the unlikely event of injury or death resulting from negligence. This cover is worldwide.

### **8.2.2 Travel Cover**

The school has a comprehensive travel insurance policy. Details of the policy will be made available as part of the pre-trip briefing process and is also available for parents to reference via the Parent Portal. The cost of the cover is included in the charge for the trip. The trip leader should check that all proposed activities and all members of the party are covered by the school insurance policy - certain medical conditions and specific activities, for example, are excluded and may lead to the cover being invalid; in such circumstances an additional premium may need to be paid or alternative cover may need to be sourced.

Additional guidance is available for trip leaders on things to consider in the event of a likely insurance claim from the Director Finance.

## **9. Emergency Procedures**

9.1 Emergency situations may be defined as those which involve serious injury to one or more members of the trip and where outside agencies are required to assist, for example, a coach crash.

9.2 Actions in the event of an emergency on a school trip are outlined on the iLP (Staff Area: Trips, Expeditions and Events: Emergency Procedures). These form part of the school's Emergency Response Plan.

## **10 Payment for Participation on School Trips**

10.1 Full time teachers are expected to participate on school trips as part of their teaching responsibilities and, accordingly, will not be paid for accompanying a school trip.

10.2 Part time teachers who accompany a school trip during or outside term time on a weekday on which they are not contracted to work will be paid for this day. Otherwise, part time teachers will not be paid extra for accompanying a school trip.

10.3 Non-teaching staff who accompany a school trip on day on which they are not contracted to work (including weekends) or who work extended hours on a day that they are contracted to work will be paid for such time. Non-teaching staff who are contracted to work term time plus a stated number of weeks per year will need to agree with their manager whether the days on which a school trip falls will be considered a day on which they are contracted to work or not.

## **11. Post Trip Evaluation**

Staff involved in a trip should review and evaluate it on their return. Trip evaluation is a standing item on Departmental Minutes in Senior School and Junior School Briefing. In the Senior School, where the trip does not fall in a specific subject department, relevant feedback should be given to Heads of Section, School Nurses and EVC.